



UNIVERSITÄT  
DES  
SAARLANDES

## Erasmus Application Procedure Summer Semester 2013

Dear Partner

please find herewith the relevant application documents for this coming summer semester 2013: Application form for admission (Zulassungsantrag) and application form for accommodation (Wohnheimantrag).

Do allow me to bring up the following points to your attention:

1. No student shall be admitted without prior nomination by her/his home university (an Email from the home university stating the name, address and email address of the student as well as the length of her/his stay is fully sufficient. This email should be sent to: [erasmus@io.uni-saarland.de](mailto:erasmus@io.uni-saarland.de)). Please make sure you also send the names of the nominated students to the departmental coordinator concerned in Saarbrücken.

2. Once the student has been officially nominated, we send application documents directly over to her/him. We'd be most grateful if your students could use a computer to fill out the forms; indeed, we only send information per email and it is sometimes very difficult to decipher the handwriting of some of the students; as a consequence, those students do not receive the information on time, or even worse: they never receive it at all!! Please ask your students to use easily recognizable and traceable emailaddresses. Thanks for your most appreciated help regarding that matter!

3. Please note that the admission is final only once we have received the "Zulassungsantrag" (this also applies to the students who already sent the usual ECTS application form).

4. We send a letter of acceptance to all the students provided we received their "Zulassungsantrag".

5. Deadlines for application for an entry in April 2013 (Summer semester 2013):  
January 15, 2013.

6. As far as accommodation is concerned, we work on a "first come, first served basis". The sooner the application reaches us, the more chances your students have to get a room in a university residence. Further information regarding accommodation: <http://www.uni-saarland.de/accommodation>

7a.) Special Requirements for students of the Faculty of Medicine:

Please note that specific rules apply to the Erasmus students coming under area code 721 (Medicine). They actually study in Homburg where our Faculty of Medicine is located (it is some 30 km away from Saarbrücken); the admission and application procedures differ slightly and are to be dealt directly with the departmental coordinator of the Faculty of Medicine in Homburg:

Mrs. Dr. Jasmin Cirillo: [jasmin.cirillo@uks.eu](mailto:jasmin.cirillo@uks.eu)

and Mrs. Stephanie Orlich: [Stephanie.Orlich@uks.eu](mailto:Stephanie.Orlich@uks.eu)

(However, we would appreciate receiving a list of the names of the medical students you wish to send to Homburg, for our own records).

7b.) Special Requirements for students from the University of Luxembourg:

Please note that students coming from the University of Luxembourg have to apply for accommodation directly at the ministry of education and cultural affairs in Luxembourg

Students are asked to contact:

Le Gouvernement du Grand Duché de Luxembourg

Ministère de la Culture, de l'Enseignement supérieur et de la Recherche

Frau Josiane Laures (Tel. +352 478 51 35).

8. The summer semester officially starts on April 1, 2013 and lasts until September 30, 2013. However, classes begin on April, 15, 2013 and end up on July 26, 2013.

A **Welcome Meeting** shall take place most probably on the 3<sup>rd</sup> of April. **The participation is mandatory for all Erasmus students.**

Our orientation sessions will presumably take place as of April 4<sup>th</sup>.

**Please note that the orientation sessions take place in Saarbrücken and therefore do not concern the medical students going to Homburg!!!**

Further information regarding our academic calendar may be found under:

<http://www.uni-saarland.de/en/campus/study/administrative-information-for-students/semester-dates/ss2013.html>

9. German languages courses:

a.) There is a four-week-intensive German language course offered prior to the start of the lecture period (March 4, 2013 - March 29, 2013) which aims at preparing students for their study period in Germany. For more details, please have a look at:

<http://www.uni-saarland.de/info/europainternationales/udsweltweit/sprachkurse/sprachkurse/deutsch-io/erasmus-kurs/maerz.html#€16097>

b.) German language courses are also offered throughout the semester. Students are being charged a small fee. The registration for these courses takes place between April 8 and April 19, 2013 at the department of German language course (building A 4.4, 2nd floor, room 2.33).

For further information, have a look at: <http://www.uni-saarland.de/sprachkurse-daf>

10. In conjunction with the Deutsch-Uni Online (DUO) DAAD is offering a new way for Erasmus students to improve their German language skills before they come to Germany. Your students can take a 3-month DUO language course!!! The participating students may also receive ECTS credits.

I'd be most grateful if you could inform your students about this wonderful opportunity. Further information under: <http://www.deutsch-uni.com/erasmus/>

11. Your students also have the possibility to follow language courses other than German. Those are being offered by our "Sprachenzentrum". For more information, please take a look at:

<http://www.szs.uni-saarland.de>

The international office is in charge of all the administrative aspects of the exchange. For academic matters, please ask your students to contact directly the departmental coordinator who is in charge of the exchange with your university, here in Saarbrücken. His name shall be found in Internet:

<http://www.uni-saarland.de/erasmus-fachkoord>

Do not hesitate to contact me, should you need further information.

Kind Regards,

Fabienne Saunier

(LLP/Erasmus Institutional Coordinator)